STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
DECEMBER 22, 1999

ATTENDEES:

Jim Roggero, Chair	Evie Altheuser	Mike Backer
Joyce Backes	Rich Beckwith	Mike Benzen
Karen Boeger	Mae Bruce	Christy Clark
Carolyn Cook	Tim Dwyer	Jeff Falter
Jan Grecian	Jill Hansen	Gina Hodge
Ritchie Jenkins	Gary Lyndaker	Carl Medley, II
Lyndon Mote	Bill Perkins	Paul Peterson
Rex Peterson	Ben Pomeroy	Jim Poole
Cathy Reinkemeyer	Tom Robbins	Betty Rottmann
Darla Rutledge	Nancy Schulte	Jim Schutt
Larry Seneker	Steve Siegler	Don Slinkard
Tony Spicci	Joe Stevenson	Tom Stokes
Debbie Wells	Ron Welschmeyer	Tony Wening
Gerry Wethington	Chris Wilkerson	Lanny Wingate
Dan Witter		

Jim Roggero opened the meeting at 8:30 a.m. He congratulated Mike Benzen on 30 years of service in state government.

PRESENTATIONS

1.   GIS Presentation

Tony Spicci, Chair of the Missouri GIS Advisory Committee, gave a presentation to the group on GIS. He distributed a handout listing the bylaws of the Committee. The Committee is currently working on the development of standards. GIS is defined as a geographic information system that is a collection of hardware, software and personnel dedicated to the storage, analysis and display of spatial reference data. The use of GIS is expanding throughout the state of Missouri. MSDIS (Missouri Spacial Data Information Services) Website Development provides free information to users with Internet access. This information can also be provided upon request on tape or diskette. The Committee is also planning the Mid-America GIS Consortium as part of the GIS Conference. This is scheduled for the week of May 15th at Tan-Tar-A. They will be making the recommendation that Missouri hire a GIS Coordinator for the state to handle the enormous amount of activity. Approximately 25 other states have already hired a GIS Coordinator. The recommendation will suggest the position be placed in the Office of Information Technology. Another area being worked is the GIS training for staff employees. Some agencies are hiring their own GIS staff or else assigning GIS responsibilities to existing staff. He suggested that each agency that is interested in building a GIS program, should have one to two full-time GIS employees. He stated that the Committee will be submitting recommendations to the ITAB for approval. This Committee meets the second Tuesday of each month.

2.   SAM II Costs

Jim Schutt stated this presentation had been done for the steering committee. Roger Bisges gave the presentation on SAM II Costs. A handout detailing the slide presentation was also distributed to those present. The information provided included sample reports, description of costs and cost saving tips. An individual must be familiar with both the data and the system to use it most effectively. Individuals who would like additional training on data warehousing should contact Tom Robbins at MOTEC at 522-1332.

ACTION ITEMS:

1.   Approval of Minutes

        Jim asked if there were any additions, deletions or corrections to the minutes of the last meeting; there were none. The meeting minutes from November 24, 1999, are approved as written.

GENERAL BUSINESS

1.   Assistive Technology Update

        Diane Golden stated that legislation was passed last year requiring information technology products purchased to be accessible to the handicapped. The first area being reviewed is web access. Her staff took all the agencies home pages through a validation service called Bobby. She distributed folders to each agency containing the results of this service. A wheelchair symbol appearing next to a site/link indicates something related to that program line is not accessible to the handicapped. A question mark indicates that the service could not check this program line automatically. The printout will also indicate the program line that needs to be changed to be accessible. When the program lines have been changed, the program can be rerun through Bobby to ensure changes are acceptable. If so, a congratulatory note will be sent and you can then add the Bobby icon to your web page to show that it is accessible by the handicapped. Mike Benzen suggested that this topic be reviewed again in April.

                ACTION REQUIRED: An update on Assistive Technology will be given at the April meeting.

2.   CIO Update

        Mike Benzen gave an update on the planned activities for the evening of December 31, 1999. The agencies with representatives at the Command Center should report department status through them. A press conference is planned for approximately 1:15 a.m. on January 1, 2000. He requested the agencies to report whether the machines and network are functional and if the basic infrastructure is secure by 1:00 a.m. He expects the press will be unlikely to remain after that conference.

        A draft of the Strategic Plan has been sent out the Committee members. The plan should be distributed to all ITAB members next week. This item will be placed on the agenda for review at the January meeting. He reminded those who had not submitted their status updates on projects to submit those as soon as possible.

                ACTION REQUIRED: Agencies that have not submitted their department's project status updates should do so as soon as possible.

        Mike also stated the Prime Vendor Contract would be re-bid one year early. The specifications are being put together over the next few months. A concept conference will probably be done again to obtain comments from industry. A pre-bid conference will then be done and the contract awarded in September. He does not anticipate any major structural changes in the contract. Some ITAB members may be asked to serve on the evaluation committee. He emphasized that this is not necessarily a result of GE's performance. If anyone has any changes they would like to suggest, these may be submitted to Carl Medley prior to next ITAB Meeting.

> ACTION REQUIRED: Suggested changes to the Prime Vendor Contract should be submitted to Carl Medley prior to the next ITAB Meeting.

3.   Year 2000 Update

Debbie Wells expressed appreciation to the agencies for all their efforts in providing the status reports on Year 2000 during the past two years. At this point, Missouri is showing 100 percent effort complete and 99.3 percent of programs back in production. On Thursday, all agencies will be reporting 100 percent. She distributed the progress reports and a contact list for status reporting on December 31st. She asked the agencies to review the information and provide changes to her as soon as possible. An updated copy will be provided with any changes prior to December 31st. The press package should arrive today. After OIT has reviewed, it will be sent out to the agencies for their review and comment. It will be placed on the OIT web page for access by the press.

> ACTION REQUIRED: Agencies to review the information shown on the contact list for agency reporting on December 31st, and notify Debbie Wells of any changes as soon as possible.

4.   IT Performance Measures Update

Jim Roggero stated this Committee has reviewed demonstrations on both project management and enterprise measurements. The Committee will be meeting again to discuss these demonstrations and profile its mission. More insight will be provided to the ITAB on their expectations at the next meeting. The Committee is reviewing two possibilities - a metrics capability to review during the development of a project or a more enterprise solution to metrics. The enterprise effort may be the vision on how we operate as an information technology agency in relation to the state's standards.

5.   Project Management Update

Tom Stokes thanked Debbie Wells for all her efforts on the metrics measurements. He reported that 52 people have already completed the Project Management curriculum, with 32 more that are scheduled to complete the course within the next six months. He has six people on a waiting list for the next class at this time. He will need 17 names to schedule the class. He stated the Risk Management plan was a new requirement relating to the decision item process this year. He received 20 Risk Management Plans. Once the budget process is over for this year, he will meet with Budget and Planning to determine if there are any suggestions or changes they would like to see for the next year. Tom was requested to provide feedback to the departments on his discussion with Budget and Planning to avoid any conflict. Mike Benzen suggested having Mark Reading from Budget and Planning give a presentation on their needs and requirements for the next budget preparation. Tom has also been working with Faye Zumwalt and Charles Caldwell on forming a local Project Management Chapter. If anyone is interested in pursuing Project Management Professional Certification, this is an excellent tool to use to pursue this goal. Currently, the nearest chapters are located in St. Louis and Kansas City. He has sent out a survey to determine the amount of interest to those who have already completed or is currently attending the Project Management course. He sent out 72 surveys and received 27 responses. To form a local chapter, at least 25 members would be required.

> ACTION REQUIRED: Tom to provide feedback on discussions with Budget and Planning to the agencies. He will contact Mark Reading regarding giving a presentation on Budget and Planning's needs and requirements for the next budget session, during the April ITAB Meeting.

6.   SAM II Update

Jim Schutt thanked Jim Poole for the leasing presentation. He stated that Rich Beckwith and Betty Rottmann had given their Committee reports at the State Data Center Steering Committee meeting. Also at this meeting, it was announced that the schedule for Phase II of the SAM II implementation is being reevaluated. The policies and procedures are being written and must be accepted by the clients before the training and testing scripts can be done. The baseline software is being done by AMS but must be tested by OA. Some problems have been found with the software and must be corrected by AMS. OA has also been contacted by a number of agencies who requested additional time to decide whether they will use existing interfaces or online components of the system. In addition, several staff members are still working on Phase I. The first pilot was scheduled for May (OA/Agriculture). On February 15th, it will be announced how much these dates will change. The revised schedule will affect training. The twice monthly payroll will not impacted by these changes, but will be delayed.

7.   Network Response Time/Performance Committee

Rich Beckwith stated their focus was on SAM II performance issues. Customer networks were evaluated to determine if this was an issue relating to performance. Three days of the week were selected as the SAM II high usage days and the test was run four times during these days. They also reviewed customer network configurations to see if any issues existed there. The average response time was 18.22 milliseconds. The various configurations did not appear to impact response time. The database elements are available on the Internet for downloading, if anyone is interested. The testing did not look at application elements. The Committee would like to complete the test again prior to bringing SAM II – HR online. If these elements are to be considered, a different group may need to be selected to review the applications side. The Committee's response is that, based on the data collected, the customer networks do not appear to be a significant portion of the problems relating to SAM II. The remaining concerns that were noted by the agencies was that the system was not originally designed as a WAN system. At this point, few agencies still believe the response time is not acceptable, as it relates to the network.

8.   Data Warehousing/Reports Committee

Betty Rottmann stated the Committee is still not receiving the requested responses from the agencies on reports. The group is trying to get a report ready for the first of the year. They have resources available to assist with the report. A comparison of the reports from SAM I and SAM II is being done. Users need to be familiar with both the data and the structure. The group is also reviewing the help desk reports relating to reports to assist them in determining the reporting needs of the agencies. Jim Schutt stated the agencies need to provide Betty with their requirements and needs. The processes being set up now for Phase I, will assist in resolving Phase II issues faster. Frustrations still exist among the users. Jim Schutt stated that problems not resolved through the help desk are assigned to other staff members to resolve. Betty recommended that the agencies contact their staff to determine if problems still exist and if so, where. These issues can then be discussed and a direction identified. Application problems will need to be addressed by AMS. Rich stated his team is willing to take on additional issues, but will need to include functional staff rather than the technical staff. ITAB will need to define the actual scope of the individuals needed to look at other areas. Mike suggested that the accounting staff may need additional training to assist them in understanding the changes in the SAM II system. Gary Lyndaker stated that response time issues should be clarified between logon response time and actual downtime. Appreciation was expressed to both Rich and Betty for their efforts on these two committees. Jim Schutt also stated the help desk would remain available in the coming months.

ACTION REQUIRED: Agencies are to submit the required reports to Betty ASAP. Agencies are to contact their staff to determine if SAM II problems are still in existence and if so, where and be ready to discuss at the next meeting.

9.   Architectural Standards Update

This item was deferred to the next meeting.

10.   Prime Vendor Update

This item was deferred to the next meeting.

11.   Computer Leasing Contract Update

This item was deferred to the next meeting.

12.   Internet/MOREnet Update

Tony Wening reported that the bid was completed for online newspapers for schools and libraries. This will also be available for state agencies. This will begin around February 1st. MOREnet has a T1 connection at the Tan-Tar-A Resort at the Lake of the Ozarks for any agencies who may need to host a conference with online access.

13.   Internet Support and Service Update

There was no report given on this item.

14.   Statewide Purchasing Update

Larry Seneker distributed the current report on contracts being worked by this group.

15.   Personnel Committee Update

Jan Grecian stated the Classification Committee will be regrouping next month to review the new classifications. Agencies should contact members of this Committee if they are experiencing any problems relating to classifications or similar issues.

16.   E-Government Committee Update

Bill Perkins informed everyone that they would be receiving an invitation from IBM regarding an E-Government Symposium that is directed towards Missouri that will be held on February 29th through March 1st in Washington, DC.

17.   MOTEC Update

This item was deferred to the next meeting.

18.   VPN Update

      Lanny Wingate stated the contract is scheduled to be awarded tomorrow. He will plan to do the presentation at the January meeting.

           ACTION REQUIRED: The VPN presentation will be added to the agenda for the January meeting.

REPORT OF PLANNED/ACTIVE BIDS

There was no update given on this item.

REVIEW OF ACTION ITEMS

1.   An update on Assistive Technology will be given at the April meeting.
2.   Agencies that have not submitted their department's project status updates to OIT should do so as soon as possible.
3.   Suggested changes to the Prime Vendor Contract should be submitted to Carl Medley prior to the next ITAB Meeting.
4.   Agencies to review the information shown on the contact list for agency reporting on December 31st, and notify Debbie Wells of any changes as soon as possible.
5.   Tom Stokes to provide feedback on discussions with Budget and Planning to the agencies. He will contact Mark Reading regarding giving a presentation on Budget and Planning's needs and requirements for the next budget session, during the April ITAB Meeting.
6.   Agencies are to submit the required reports to Betty Rottmann ASAP. Agencies are to contact their staff to determine if SAM II problems are still in existence and if so, where and be ready to discuss at the next meeting.
7.   The VPN presentation will be added to the agenda for the January meeting.

OPEN DISCUSSION

1.   Nomination of Vice-chair

      Betty Rottmann recommended Ron Welschmeyer as the ITAB Vice-chair for 2000. Lanny Wingate seconded the motion; the motion was approved unanimously.

NEXT MEETING

1.   The next ITAB Meeting is scheduled for Wednesday, January 26, 2000, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.

JR/cc